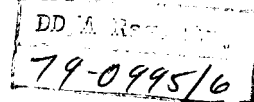


SECRET

28 JUN 1979

DD/A Registry
File *Communications*

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM : Don I. Wortman
Deputy Director for Administration

SUBJECT : Handwritten Corrections to Headquarters
Originated Cables and Telepouches (U)

1. As you will note from the attached survey, handwritten corrections within the text of Headquarters originated messages, both cables and telepouches, continues to decrease. However, handwritten corrections within the originating and dissemination area show no signs of abating. In too many instances, the person(s) coordinating on, or releasing messages, is not the one whose name is typed on the outgoing cable form. Whenever the typed name and the written name differ, that portion of the message will not process through the Optical Character Reader; an operator must manually insert the written name, thus causing a delay in processing. I have requested the Office of Communications to seek solutions to this problem and they will be discussing the matter with representatives of your Directorate in the near future. (U)

2. Your efforts in reducing textual handwritten corrections is most apparent and deeply appreciated; hopefully these efforts will continue. I also know that we have your support in attempting to reduce, and ultimately eliminate, handwritten corrections in the originating and dissemination area. (U)

/s/ Don

Don I. Wortman

Attachment:
As stated

SECRET**AUTOMATICALLY UNCLASSIFIED WHEN
SEPARATED FROM ATTACHMENT.**

SECRET

SUBJECT: Handwritten Corrections to Headquarters Originated
Cables and Telepouches (U)

ORIGINATOR:



Director of Communications

26 JUN 1979

Date

Distribution:

- Original - Addressee w/att
- ② - DDA w/attChrono Subject
- 1 - Return to D/CO w/att

2
SECRET

DIRECTORATE DDS&T

DIVISION or STAFF	MESSAGES/ TELEPOUCHES PROCESSED	MESSAGES/TELEPOUCHES WITH HANDWRITTEN CORRECTIONS	APRIL PERCENTAGE	TEXTUAL CORRECTIONS	ORIGINATION/ DISSEMINATION CORRECTIONS	TEXTUAL AND ORIG/DISSEM CORRECTIONS
ODE	101	21 or 20.8%	15.6%	6 or 5.9%	14 or 13.9%	1 or 1.0%
OSO	<u>93</u>	<u>44 or 47.3%</u>	<u>51.5%</u>	<u>6 or 6.4%</u>	<u>34 or 36.6%</u>	<u>4 or 4.3%</u>
TOTALS:	194	65 or 33.5%	25.8%	12 or 6.2%	48 or 24.7%	5 or 2.6%

SECRET